# SharePoint Online for End User & Power User (2 Days)

Code: SP-102

## About this course

This course will provide students with the knowledge and skills to efficiently use SharePoint Online on a day-to-day basis. At the end of this course, students will be able to effectively navigate SharePoint Online capabilities.

Product:            Microsoft (Office) 365, SharePoint Online
Prerequisites:      Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):        End Users/Site Owners with fundamental Microsoft Office proficiency
Language:           Speaker Thai / Presentation English & Thai
Time:               9:00-12:00 and 13:00-16:30 (2 Days)

## Module: Day 1

### Module 1: Introduction to Microsoft 365 and SharePoint Online
**Lessons:**
- What is Microsoft 365?
- What is SharePoint Online?
- SharePoint Capabilities
- SharePoint mobile apps
- What is SharePoint Start page?
- Overview of Teams and SharePoint integration
- Collaborating with Teams, SharePoint, and OneDrive

### Module 2: SharePoint Online Sites
**Lessons:**
- SharePoint Sites model
- SharePoint Content Structure
- Site Template
- What is a SharePoint hub site?
- Default Elements
- Levels of navigation
- Change the look

### Module 3: SharePoint Lists
**Lessons:**
- What is SharePoint list?
- Understand list templates

- Create a custom list
- Create a new list from a list template
- Column Validation, List/Library validation
- Add columns to a list
- Indexed column

**Module 4: SharePoint Libraries**
**Lessons:**
- What is SharePoint document library?
- Library Page
- Adding Files to a Library
- Editing a document
- Move or copy files
- Download files and folders
- Document collaboration and co-authoring
- Document Version, Check-in, Check-out
- Deleting a document
- Recovering a document
- Create a flow
- Sync SharePoint files and folders

Hand on Labs: Day 1

**Module: Day 2**

**Module 5: SharePoint Views**
**Lessons:**
- What is a SharePoint Views?
- Default Views
- Filters
- Create a view

**Module 6: Metadata architecture**
**Lessons:**
- What is the difference between List and Library?
- What is Metadata?
- Lists & Library Columns
- What is Site Columns?
- What is Content Types?, Content Type Gallery
- What is Taxonomy?
- What is Folksonomy?
- Terms, Managed Metadata column, Enterprise Keywords column

**Module 7: SharePoint Pages**
**Lessons:**
- Modern pages
- Page lifecycle
- Create a page
- Using Web parts
- News web part

**Module 8: SharePoint Permission and Sharing**
**Lessons:**
- Share a site
- Share files or folders
- Shareable links
- Guest sharing
- Stop sharing files or folders

**Module 9: Using SharePoint Search**
**Lessons:**
- Overview of Search
- How to search for documents and content

Hand on Labs: Day 2